

# Hosei Graduate School

## Doctoral Degree Application Guide

Application Procedures for Doctoral Degree of Hosei Graduate Schools are listed below

### 1. Graduate Schools

Graduate School of Engineering  
 Graduate School of Computer and Information Sciences  
 Graduate School of Science and Engineering

### 2. Conferral of Degree

Degrees to be conferred are listed as follows.

Major	Degree	Degree Title
Graduate School of Engineering [Mechanical Engineering] [Materials Chemistry] [Electrical Engineering] [Civil Engineering and Architecture] [System Engineering]	Doctoral Degree (Engineering)	Doctor of Engineering
Graduate School of Engineering [Frontier Bioscience]	Doctoral Degree (Science and Engineering)	Doctor of Science (Frontier Bioscience)
Graduate School of Science and Engineering [Mechanical Engineering]	Doctoral Degree (Engineering)	Doctor of Philosophy (Engineering)
Graduate School of Science and Engineering [Electrical and Electronic Engineering]		Doctor of Philosophy (Engineering)
Graduate School of Science and Engineering [Applied Informatics]		Doctor of Philosophy (Engineering)
Graduate School of Science and Engineering [Systems Engineering]		Doctor of Philosophy (Engineering)
Graduate School of Science and Engineering [Applied Chemistry]	Doctoral Degree (Science and Engineering)	Doctor of Philosophy (Science)
Graduate School of Science and Engineering [Frontier Bioscience]	Doctoral Degree (Bioscience)	Doctor of Philosophy (Science)
Graduate School of Computer and Information Science [Computer and Information Science]	Doctoral Degree (Science)	Doctor of Philosophy (Science)

### 3. Application Requirements

#### (1) Doctoral degree after completing course of study (hereinafter referred to as “Course Doctoral Degree”)

1. A student who is currently enrolled in the third year of a doctoral course at Hosei University and have completed or is expected to complete all the required subjects and receive the necessary research guidance.

However, an enrollment period of at least 1 year may be sufficient for students with excellent academic achievement.

or

2. A student who is within three years of the date of withdrawal from a doctoral course at Hosei University after more than three years of enrollment and who has completed all of the required subjects and received the necessary research guidance.

#### (2) Doctoral degree by dissertation only (hereinafter referred to as “Dissertation Doctoral Degree”)

Those other than the above (1).

\*There might be other internal requirements according to each major. Please check them during the consultation with your supervisor.

### 4. Application Procedure

Before starting the application procedures, a student must consult with his/her supervisor about doctoral degree application.

The Graduate School of Computer and Information Sciences will perform a preliminary dissertation examination prior to the application.

To apply for a doctoral degree, the documents listed below data in PDF format must be submitted by online. The submitted documents will be examined to decide whether to accept or reject a dissertation. Once the decision to accept has been made, the dissertation will be subject to screening.

The specified forms and the Google Form to submit documents are found below URL;

[https://www.hosei.ac.jp/gs/shuryosei/hakase\\_ronbun\\_koganei/](https://www.hosei.ac.jp/gs/shuryosei/hakase_ronbun_koganei/)

#### (1) Documents to be submitted and the number of copies

Documents to be submitted	Course Doctoral Degree	Dissertation Doctoral Degree	Note
① Application for Review of Doctoral Dissertation (Course Doctoral Degree)	○	—	Specified Format 【Format 1】
① Application for Review of Doctoral Dissertation (Dissertation Doctoral Degree)	—	○	Specified Format 【Format 1】
②Dissertation Listing	○	○	Specified Format 【Format 2】
③Abstract (within 4,000 characters)	○	○	Specified format 【Format 3】
④Dissertation—Data File	○	○	
⑤Curriculum Vitae	○	○	Specified Format 【Format 4】

⑥ Research Dissemination	○	○	Specified Format 【Format 5】
⑦ Sub-Thesis Listing (if necessary)	○	○	Specified Format 【Format 6】
⑧ Sub-Thesis (if necessary)	○	○	
⑨ Permission to release over the Internet	○	○	Specified Format 【Format 7】
⑩ Declaration Concerning Publishing of Dissertation	○	○	Specified Format 【Format 8】
⑪ Certificate of Residence (applicable only for Dissertation Doctoral Degree)	—	○	Mail or directly submit the original to Graduate Schools Section
⑫ Certificate of last academic qualification (applicable only for Dissertation Doctoral Degree)	—	○	

\*Those who applying for Dissertation Doctoral Degree is required to submit ⑪ and ⑫ to graduate schools office, directly or by mail by the application deadline.

Shipping address: Graduate Schools Section, Hosei University

3-7-2 Kajino-cho, Koganei-shi, Tokyo 184-858

\*The designated forms are available on the Graduate Schools website.

[https://www.hosei.ac.jp/gs/shuryosei/hakase\\_ronbun\\_koganei/](https://www.hosei.ac.jp/gs/shuryosei/hakase_ronbun_koganei/)

\*Before submission, see [6. Points to note when preparing application documents].

## (2) Submission Deadline

A student must consult with his/her supervisor before submission.

Submission must be made online.

	Submission Deadline	Date of Conferral
Conferred in September	April 28	September 15
Conferred in March	November 30	March 24

(\*1) Submission is not possible for a student who is currently enrolled, wishes to be conferred in September and reaches the maximum enrollment period (6 years) in March of that year; September of that year needs to be within the maximum enrollment period.

<Example> If a student wants to be conferred in September 20XX and his/her enrollment period will reach 6 years at the end of September 20XX (or after), then submission is possible. But if the enrollment period will reach 6 years at the end of March 20XX (or before), then submission is not possible.

(\*2) For a student who is within three years of the date of withdrawal from a doctoral course at Hosei University, please inquiry the deadline in advance.

## 5. Mandatory Publication over the Internet

A ministerial ordinance (Ordinance of MEXT: Ministry of Education, Culture, Sports, Science and Technology) was enforced on April 1, 2013, which amended part of the University Regulations. As a result of the amendment, we have changed the University/Graduate School Regulations, submission format and documents for the Doctoral Degree. Please prepare the documents after fully understanding the points in the amendment.

### (1) Amendment Overview

The overview is as follows. Details of the ordinance are on the MEXT Website.

### ①Obligation of those who have been conferred a doctoral degree

From the point of view of promoting open access and digitization of educational research results, a doctoral degree recipient must publish his/her dissertation on the Internet within a year of the conferral of the degree, with the cooperation of Hosei University which conferred the degree and any relevant organizations.

### ②Obligation of organizations which confer a doctoral degree

When a university has conferred a doctoral degree on a student, the university shall, within three months of the conferral of the degree, publish an abstract of the relevant dissertation, and a summary of the results of the dissertation screening on the Internet.

\*MEXT Website

Top>Education>Higher Education

トップ>教育>大学・大学院、専門教育>大学院教育について>学位規則の一部を改正する省令の施行について  
[http://www.mext.go.jp/a\\_menu/koutou/daigakuin/detail/1331790.htm](http://www.mext.go.jp/a_menu/koutou/daigakuin/detail/1331790.htm)

## (2) Graduate School Regulations

< Report of Dissertation Screening and Publication of Dissertation Abstract, etc.>

Graduate School Regulations of Hosei University Article 28

When Hosei University has conferred a doctoral degree on a student, the university shall, within three months of the conferral of the degree, submit a degree conferral report to the Ministry of Education, Culture, Sports, Science and Technology, and publish an abstract of the relevant dissertation, and a summary of the results of the dissertation screening on the Internet.

<Publication of Dissertations>

Graduate School Regulations of Hosei University Article 29

(1) A doctoral degree recipient must publish his/her dissertation on the Internet, within a year after the conferral of the degree, with the cooperation of Hosei University or the National Institution for Academic Degrees and University Evaluation. However, this is not necessary if the dissertation was published before the degree conferral.

(2) When publishing the dissertation as per the preceding clause, the author must clearly indicate that it is a dissertation for a doctoral degree at Hosei University.

(3) Notwithstanding the provision of Clause 1, a doctoral degree recipient may, with the permission of the Faculty Meeting of the Graduate School, publish an abstract of his/her dissertation in lieu of the full text, if there is a compelling reason to do so. In this case, the University shall make available to the public, upon request, the full-text of the dissertation.

(4) When making the dissertation available to the public as per the provision of the preceding clause, it must be clearly indicated that it is a dissertation for a doctoral degree at Hosei University.

## (3) Online publication of dissertation at Hosei University

The dissertation of a doctoral degree recipient will be published on the Internet via two web services listed below, within a year after the conferral of the degree. In principle, the dissertation

should be published in full-text.

①Hosei University Library “Hosei University Repository”

②National Diet Library “National Diet Library Digital Collections”

Upon publication, the dissertation data will be linked with the Portal Site (IRDB) and the Academic Database Service “CiNii”, provided by National Institute of Informatics.

#### **(4) Cases where there is “a compelling reason” not to publish the full-text dissertation**

Although in principle dissertations should be published in full-text, if there is “a compelling reason”, recipients may choose to publish the summary instead of the whole dissertation with the approval of the Faculty Meeting of the Graduate School, as stated in the Regulation Article 29, (3). However, even in that case, Hosei University will publish the whole dissertation if required. The details are as follows.

#### **①List of possible “compelling reasons”**

Below are the cases that Hosei University would approve objectively as a compelling reason.

- If the dissertation includes contexts such as three-dimensional shapes that would be impossible to be published on the Internet.
- If the dissertation includes contexts that would be impossible to be published more than a year after the conferral date of a doctoral degree on the grounds of copyright protection or personal information protection.
- If there would be an apparent disadvantage for a doctoral degree recipient to publish the whole dissertation on the Internet more than a year after the conferral date on the grounds of matters relating to publication in the scholarly journals which prohibit other publications or multiple releases, patent application and so on.

#### **②Approval procedure of “a compelling reason”**

The approval procedure of “a compelling reason” is as follows.

- Doctoral degree applicants write the compelling reason on the “Dissertation Listing” form on application.
- The Examining Subcommittee deliberates, considering the context of the “compelling reason” and the “(assumed) summary”.
- When the Examining Subcommittee approves it, applicants then submit the “summary of dissertation in place of the whole dissertation” which is different from the one the applicant wrote on the “Dissertation Listing” form. The Examining Subcommittee will verify it.
- The Examining Subcommittee reports to the Examining Committee (Graduate School Faculty Meetings) with the documents.
- The Examining Committee (Graduate School Faculty Meetings) deliberates and approves.

<Supplementary Information> What is the “summary”?

“Summary of dissertation in place of the whole dissertation” is different from “abstract” and is the summary of the dissertation indicating examples such as setting the theme, methodology, experiment/analysis, results/observation with which you can understand the dissertation as a whole.

(According to Graduate School Section, University Promotion Division, Higher Education Bureau:  
Ministry of Education, Culture, Sports, Science and Technology (MEXT))

### ③After the “compelling reason” has been resolved.

When the “compelling reason” has been resolved, the dissertation must be published in full-text on the Internet.

●~~Doctoral degree recipients should voluntarily inform Hosei University that the “compelling reason” has been resolved.~~

●Upon receiving the University’s instruction, fill out and submit the form7 “Application for full-text publication of dissertation” and submit the “Permission to release over the Internet” form again.

### ④Stopping the publication of the full-text dissertation because of the “compelling reason”

If a “compelling reason” occurs after degree conferral and you wish to stop the publication of the full-text dissertation, please follow the following procedure.

●The degree recipient should inform Hosei University that a “compelling reason” has occurred.

●Upon receiving the University’s instruction, fill out and submit the form “Application for cancelling the full-text publication of dissertation”, plan for publication, form7” Agreement to Release Over the Internet and Copy (Download), Etc.”, form8 “Declaration Concerning Internet Publishing of Dissertation” and submit the summary of the dissertation.

●The publication of the dissertation in full-text shall be stopped only when Hosei University accepts that there is a compelling reason.

●In the above case, please note that there will be some time needed from the point at which the student informed the University before the publication will be cancelled.

## 6. Points to note when preparing application documents

Points to note in preparation of application document are as follows.

### (1) Common Items

◎Fill out the document(s) correctly according to the example.

◎If you are instructed to add your “signature” in the name section, please write your name in hand-written block letters.

◎For foreign nationals who cannot prepare the name stamp (“Hanko” in Japanese), please sign your name in the section of “Seal Impression”.

◎Please write all years in A.D.

◎Please use a consistent style for your name and the dissertation title in all the documents.

<Examples of Kanji usage>

①齋藤太郎

②斉藤太郎

\*If you use the style of ①, do not use the style of ②.

<Examples of Kanji and Symbols>

①「占領と文学」研究 — 「昭和」文学と「アジア」文学を中心に—

②『占領と文学』研究 — 「昭和」文学と「アジア」文学を中心に

③「占領と文学」研究 ～「昭和」文学と「アジア」文学を中心に～

\*If you write the title as ①, do not use the style of ②&③ in the rest of the documents.

<Examples of Alphabets, Symbols>

①Old Stories of Japan～

②Old stories of japan～

③OLD STORIES OF JAPAN－

\*If you use the style of ①, do not use the style of ②&③ in the rest of the documents.

## **(2) Application for Review of Doctoral Dissertation (Course Doctoral Degree) 【Format 1】**

◎Please write correctly the name of the doctoral degree you are applying for.

◎Please write your supervisor's name.

- If you are enrolled in the doctoral course, write down the name of your current supervisor.
- For those who apply within three years of the date of withdrawal, write down the name of the supervisor you had. If the supervisor is no longer teaching at the Graduate School, write down the name of your new supervisor who is guiding you through this application and who teaches full-time in a doctoral course.

## **(3) Application for Review of Doctoral Dissertation (Dissertation Doctoral Degree) 【Format 1】**

◎Please write correctly the name of the doctoral degree you are applying for.

◎Please write your supervisor's name.

- For a Dissertation doctoral degree, the supervisor will be a professor who is in the faculty of the Graduate School where the applicant's screening takes place, with whom you had consulted before the application and who teaches full-time in a doctoral course.

## **(4) Dissertation Listing 【Format 2】**

◎In the section "The (planned) date of publication on the Internet", please write a date which is within one year of degree conferral.

You are obliged to publish the dissertation within a year of degree conferral.

(Example)[Degree Conferral Date] 20XX March 24 → [The planned date of publication] 20XY March 23

The date should be filled in to demonstrate it complies with the University Regulation. Please note that, even if the date is specified as March 23, once the degree is conferred, we will publish the dissertation as soon as it is ready.

◎In the section "Publication on the Internet", you should check "full-text". In principle, the dissertation should be published in full-text.

◎In the section "how to publish on the Internet, fill the form out as follows. If you plan to publish dissertations on the Internet in ways other than those listed below, specify these as well.

- Publication on Hosei University Library "Hosei University Repository"
- Publication on National Diet Library "National Diet Library Digital Collections"

◎If a "compelling reason" is applicable to you, check "summary" in the section called "Publication on the Internet", and state the reason in detail in the section called "The reasons for publishing the summary of context". Also, please speak to the Student Affairs department before the application.

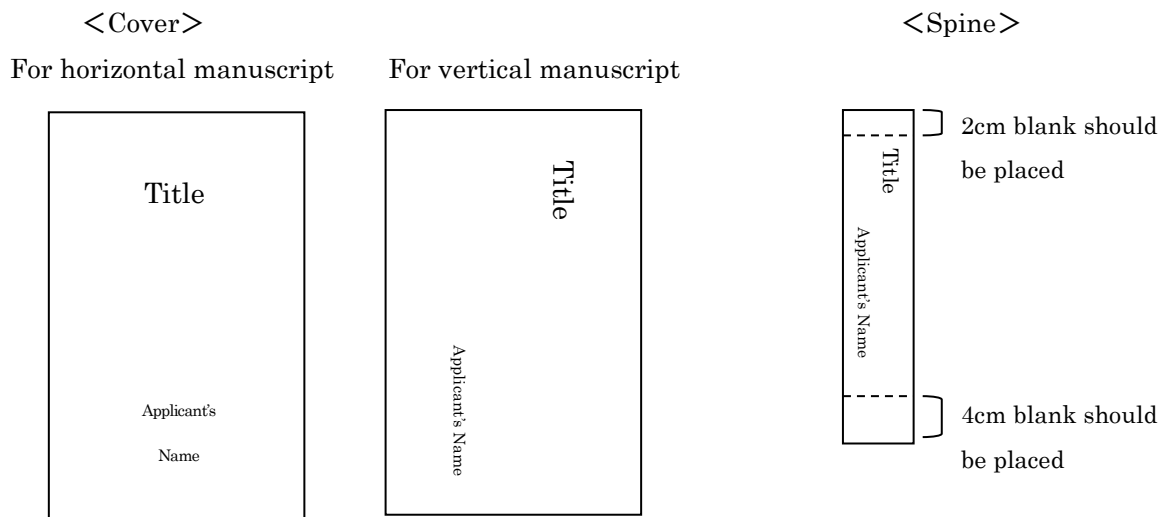
◎ **【IMPORTANT】** If you apply for publication of the "summary of context" on the grounds of publishing a dissertation in print, you need to (1) publish the dissertation, or (2) submit the document of publication plan (a copy of the contract with a publisher etc.), within a year of degree conferral. Please note that, if you cannot meet (1) or (2) above within a year of degree conferral, the "full-text" dissertation will be published. (If publication by a publisher is determined after the dissertation has already been published as "full-text" on the Internet, it is possible to change from "full-text" to "summary of context" anytime, by following the appropriate administrative procedure

at the Graduate Schools Section.)

**(5)Dissertation (bound in hard cover by a book binder)**

◎Please see the following examples. The size of the manuscript should be A4 except for the one which will be published as a book.

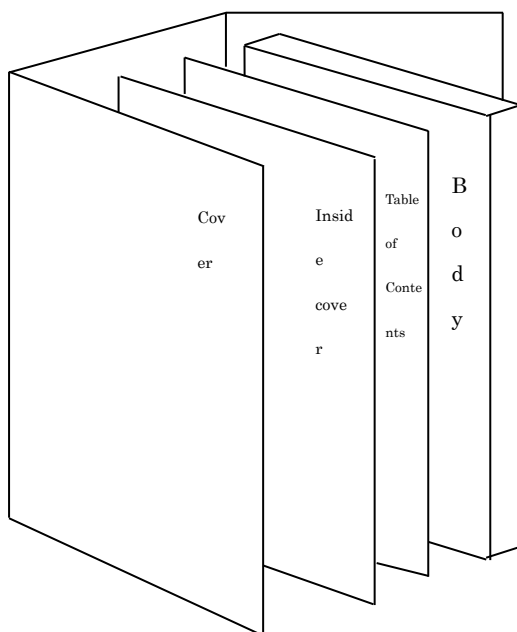
Simple binding is acceptable for initial submission. Please see “13. Storage of Dissertation” for the storage version.



◎See the following picture for the binding order of Cover, Inside cover, Table of contents, Body.

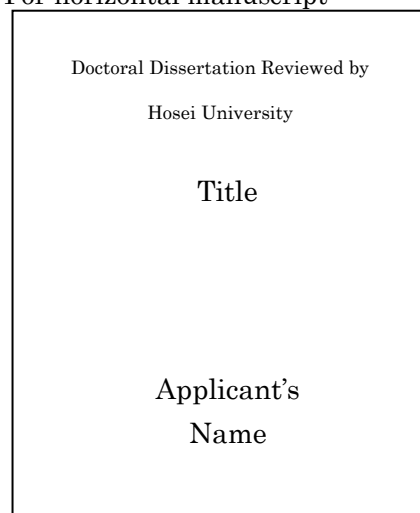
◎Please write “Doctoral Dissertation Reviewed by Hosei University”, the title of your dissertation and your name on the inside cover.

**<Binding documents in order>**



**<Inside cover>**

For horizontal manuscript



Be sure to write “Doctoral Dissertation Reviewed by Hosei University”

**(6) Abstract 【Format 3】**

◎The specified format for the manuscript is horizontal.

◎If you wish to write vertically, speak to the Graduate Schools Section.



## **(7) Dissertation - - Data File**

### **Data Format**

- ◎Be sure to save the documents in PDF format.
- ◎The cover data with the word “Doctoral Dissertation Reviewed by Hosei University”, the title of the dissertation and applicant’s name should be stored in the first page of the data file.
- ◎Do not encrypt, set passwords or printing restrictions etc. on the documents.
- ◎Do not set the PDF file to refer to any external information source (e.g. external fonts).
- ◎File name of the dissertation should be “Applicant’s name. pdf”.
- ◎Author version in PDF format should be submitted if the applicant applies for the doctoral degree with his/her book which has already been published.

### **Example**

<1<sup>st</sup> Page of the Data File>

For horizontal manuscript

Doctoral Dissertation Reviewed by Hosei University  Title   Applicant’s Name
---

Be sure to include “Doctoral Dissertation Reviewed by Hosei University”.

## **(8) Sub-thesis listing (if necessary) 【Format 6】**

- ◎The sub-thesis is a thesis that is submitted as a part of a screening process and is related closely to the dissertation.

## **(9) Permission to release over the Internet 【Format 7】**

- ◎This is a form to obtain permission (from the author who owns the copyright) for publication on the Internet for free and also for making a full-text copy of the dissertation published on the Internet via “Hosei University Repository” run by Hosei University Library.
- ◎This form must be submitted in both of the following cases; publication of full-text dissertation and publication of the summary of the context for a compelling reason.
- ◎In the “Translation of the Title (in English, optional)” section, write the “translation”. This will enable the document to be more easily found via internet searches from outside of Japan.
- ◎The “Search keyword (optional)” section is to facilitate easier internet searches from inside and outside of Japan.

## **(10) Declaration Concerning Publishing of Dissertation [Format 8]**

◎This document is to inform the University whether there is any problem relating to copyrights, in terms of copyright protection, privacy information protection and application for patent/utility model patent, upon publication of the dissertation.

◎This document is required if you publish a full-text dissertation or if you publish the summary of context in place of a full-text dissertation for a compelling reason.

◎With regard to checking copyrights, for instance, it may be decided that there would be no need to check if part of an applicant's dissertation which was previously published in an academic journal has been revised so much that it can be judged as a different written work. Please note that the copyright responsibility is solely on the applicant and they should act accordingly.

◎Some contexts of the “Dissertation Listing 【Format 2】” and the “Permission to release over the Internet【Format 7】” overlap with each other, but please fill out both of them as the purpose of their use is different.

#### **(11) Certificate of last academic qualification (only for Dissertation Doctoral Degree)**

◎Please submit a certificate of your last academic qualification: i.e. a certificate of graduation or certificate of degree issued by the institution which you last attended.

If you have withdrawn from the doctoral course without attaining a degree in the past, please submit a corresponding certificate (Certificate of withdrawal without a degree, Certificate of completion etc.) to prove this.

### **7. Examination Fee                      \*Students in the doctoral course need not apply, since it is free.**

Once the Examination Committee has accepted the application, transfer method for examination fee will be sent to your email address on the Curriculum Vitae. After paying the fee at a bank, submit the bank transfer receipt to the Graduate Schools Section. Upon receiving the fee, the acceptance will be made official, and then the Examining Subcommittee will start the screening process.

#### **【Course Doctoral Degree】**

①A candidate currently enrolled in the doctoral course at Hosei University — Free

②A candidate who applies within three years from the date of withdrawal from a doctoral course at Hosei University — 110,000 yen

#### **【Dissertation Doctoral Degree】**

①A full-time faculty member of Hosei University — 110,000 yen

②Other than the above — 220,000 yen

(Note) Once paid, the dissertation review fee will not be refunded for any reason.

If a candidate applies for the Course Doctoral Degree within three years of the date of withdrawal, please submit the letter of consent, a photo for the student ID card and the certificate of residence.

### **8. Screening Period**

Within one year of the acceptance by the Examining Committee, they will determine whether or not to confer a degree. However, under certain circumstances, the screening period could be postponed by up to a year.

\* The screening period for the application for a doctoral degree within three years of the date of withdrawal from a doctoral course cannot be postponed.

If the period exceeds the school year, the doctoral student should remain enrolled, and his/her tuition fee of that year will be exempted. However, if the application is accepted on the premise of the screening period exceeding the school year, the tuition fee will not be exempted.

## **9. Examination**

The examination focuses on the dissertation and may include related academic fields as well. Also, the Public Examination may be held if necessary during the screening process.

## **10. Confirming academic knowledge**

Applicants for dissertation doctoral degree will have their knowledge tested by oral or written examinations. In those examinations, the two languages that an applicant chose in advance will be used. However, if the Examination Subcommittee acknowledges that there are special circumstances, the examination will be conducted in one language.

## **11. Degree conferral**

After screening by the Examining Subcommittee, the Examining Committee and the Faculty Meeting of the Graduate School will decide whether the degree will be conferred. The Graduate Schools Section will announce the result. The degree conferral for a doctoral degree takes place in March and September each year.

## **12. Publication of Dissertation on the Internet and Storage of Dissertation**

After the review, submit following 2 items by September 15 for applicants completing the course in September, or by March 24 for applicants completing the course in March.

(1) Final version of the dissertation data in PDF format: Submit to [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)

As previously mentioned in “5. Mandatory Publication over the Internet”, a full-text dissertation will be published on the Internet. Please include the front cover indicating “Doctoral Dissertation Reviewed by Hosei University”, the title of the dissertation and the author’s name on the first page of the data file. See section “6. (7) Dissertation - - Data File”.

An applicant who is permitted to publish the “summary of context in place of a full-text dissertation” due to a compelling reason should submit the 2 copies of the data file (2 CD-Rs) of the summary at the same time as submitting the full-text dissertation data file. On the first page of the summary data file, the front cover must include “Doctoral Dissertation Reviewed by Hosei University”, the title of the dissertation and the applicant’s name.

(2) 2 copies of the dissertation (bound in hard cover by a professional book binder): Submit to Graduate Schools Section

At Hosei University, we will store dissertations that are bound in hard cover by a professional book binder as well as publishing the dissertations on the Internet as previously mentioned.

Dissertations for which a doctoral degree has been awarded are archived permanently in the Hosei University Library and the relevant graduate school of Hosei University. After a degree conferral, applicants who applied with simple binding should submit 2 copies of their dissertation (bound in hard cover by a professional book binder).

As for the format, see “6. (5) Dissertation (Bound in hard cover by a bookbinder)”. The front cover

and the spine should be printed in black and the title of the dissertation and applicant's name should be printed in gold.

### **13. Others**

Be sure to notify the Graduate Schools Section of the new address if you change it after application (during/after review).

### **14. Reference**

**You can check the information below at the Hosei University Website**

#### **◎Regulations of Hosei University**

\*Hosei Graduate School Homepage

トップ>大学院について>学則・諸規則

<https://www.hosei.ac.jp/gs/daigakuin/kisoku>

#### **◎Diploma Policy**

\*University Homepage

トップ>大学院について>各研究科の理念・目的>ディプロマ・ポリシー

<https://www.hosei.ac.jp/gs/daigakuin/rinen/dip>

### **15. Contact**

Graduate Schools Section, Hosei University

3-7-2 Kajino-cho, Koganei-shi, Tokyo 184-8584

TEL 042-387-6035

FAX 042-387-6048

E-mail : [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)

#### **Koganei Campus**

<https://www.hosei.ac.jp/hosei/campus/koganei/>

## 【Application and Screening Process】

